**FWEA**

**MENTORING PROGRAM GUIDELINES**

**(October, 2016 to April, 2017)**

**VISION:** Knowledgeable, effective, creative and motivated FWEA leaders actively pursuing the FWEA Vision.

**MISSION:** To create a culture of leadership knowledge transfer, improve motivation among leaders and volunteers, and to increase the value of membership while supporting FWEA’s Strategic Plan

**KICK OFF/ORIENTATION SESSION FOR MENTORS (TBD)**

**DOCUMENTS AND RESOURCES**

* Roles and Responsibilities for Chapter and Committee Leaders
* DAL roles (we are supporting and strengthening their efforts)
* Ontario WEA New Professionals Mentoring Took Kit
* FWEA Website

**PREPARATION FOR FIRST MEETING:**

* Set an appointment to meet face to face within 30 days
* Review Mentoring Guide Document and FWEA Resources (FWEA Member web page)
* Review dialogue suggestion below and add your own topics

**FIRST MEETING (October 2016)**

Goals:

* Get to know each other and set realistic goals for the 6-month mentoring program.

**Dialogue suggestion:**

* + How and why did you initially get involved with the FWEA and how long have you been an active member?
	+ How and why did you get into the leadership position you currently have?
	+ What is your vision of your current role and are there any specific goals you would like to achieve while you hold this position?
	+ What are the mentee’s needs to achieve those goals?
	+ As a mentee, what would you like to take away from this experience that would help you in general and to achieve any specific goals? Experience, perspective, contacts, tools, etc…
	+ What form of communication works best for you?
	+ Schedule next meeting

**MONTHS TWO AND THREE (November and December 2016)**

Goal: Continue to grow the relationship, review FWEA & WEF missions & plans

**Dialogue suggestion**

* + Review previous discussion / progress
	+ Benefits of their FWEA/WEF involvement for their careers
	+ Benefits of their FWEA/WEF involvement for the environment (promoting public awareness and sound public policy)
	+ Discuss mission and strategic plans for FWEA and WEF
	+ Discuss relationship between FWEA and WEF
	+ Discuss history of WEF and FWEA (how and why they were formed)
	+ Schedule next meeting

**MONTHS FOUR AND FIVE (January and February 2017)**

Goal: Review FWEA organization structure and leader roles

**Dialogue suggestion**

* + Review previous discussion / progress
	+ Roles of local chapter chairs, committee chairs, Directors at Large and state executive officers
	+ FWEA Business Plan – what it is and why we do it
	+ Leadership Development Training attendance, participation (self /others)
	+ Succession planning and implementation
	+ Brainstorming next personal FWEA FY goals
	+ Schedule next meeting

**MONTH SIX (MARCH 2017):**

**Dialogue suggestion**

* + Review previous discussion / progress
	+ Finalize personal next FWEA Fiscal Year goals
	+ Moving forward beyond mentoring program if so, schedule next meeting.

During the month of January and at the end of March members of the Executive Advisory Council will call to check on the progress and answer any questions. In the mean-time, feel free to contact any of us.

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| **Month to Month Action Plan** |
| **Meeting** | **Discussion Topics** | **Prep for next meeting** |
| 1 | * Current leadership role(s) & goals
* Goals for mentoring program
* Method of Communications with Mentor
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| 2 | * Benefits of FWEA/WEF involvement for mentee
* Benefits of FWEA/WEF involvement for the environment
 | * Review FWEA & WEF Vision, Missions & Goals
* Review FWEA and WEF web sites
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| 3 | * Discuss mission and strategic plans for FWEA and WEF
* Discuss relationship between FWEA and WEF
* Leadership Development Training attendance, participation (self /others)
 | * Review FWEA Strategic Plan
* Review WEFMAX schedule and agenda
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| 4 | * Roles of local chapter chairs, committee chairs, Directors at Large and state officers
* FWEA Business Planning Process
 | * Roles of local chapter leaders, committee chairs, Directors at Large and state officers
* FWEA Business Plan
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| 5 | * Succession planning and implementation
* Brainstorming next personal FWEA FY goals
 | * FWEA Organization Chart
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| 6 | * Identify top three goals (could be short- or long- term
* Identify Strengths and opportunities for growth
 | At least one for each objective/goal |
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